



Capital Adult Education Regional Consortium

Meeting Minutes February 3, 2016

➤ **Members & Partners Present:**

Alejandro Ramos, Principal, Washington USD
Alyson Collier, Program Coordinator, Center Joint USD
Branka Marceta, Coordinator, OTAN
Brian Broadway, Business and Community Liaison, Sacramento Job Corps
Casandra Issaka, Library Associate, Sacramento Public Library Authority
Charlie Linebarger, Principal, Folsom Cordova USD
Connie Lee, CAERC Director, Sacramento COE
David French, Principal, Center Joint USD
David Williams, Dean of Language & Literature, Folsom Lake College
Gary Sutherland, Principal II, El Dorado COE
Grace Sauser, Principal, Davis Joint USD
Holly Clark, CAERC Administrative Assistant, Sacramento COE
Ioanna Iatridis, Yolo COE
Jackie White, Adult School Administrator, Twin Rivers USD
Dr. Jamey Nye, Associate Vice Chancellor of Instruction, Los Rios Community College District
John Fleischman, CAERC Co-Chair, Assistant Superintendent, Sacramento COE
Julia Jolly, Associate Vice President General Education, Sacramento City College
Karen Malkiewicz, Principal, Elk Grove USD
Ken Vanderford, Adult Education Administrator, Natomas USD
Kiu Chuong, CAERC Project Specialist II, Sacramento COE
Lynn Bartlett, Principal, Sunrise Tech Center, San Juan USD
Matthew Vendryes, Davis Joint USD
Maysua Chervunkong, Workforce Development Analyst, SETA
Renee Collins, Director of CTE, Washington USD
Robert Lemmon, Director, Galt Joint UHSD
Dr. Sue Lorimer, CAERC Co-Chair, Deputy Chancellor, Los Rios Community College District
Dr. Tammy Montgomery, Associate Vice President of Instruction and Learning Resources,
American River College

- **Welcome:** Sue Lorimer, Ed.D., Deputy Chancellor, Los Rios Community College District

Members and Partners introduced themselves and were welcomed by Sue Lorimer.

➤ **Approval of January 6, 2016 Meeting Minutes**

- Minutes from the January 6, 2016 Member/Partner Meeting were reviewed.

- Jamey Nye asked that the second bullet under Tech Hire Partnership Grant be changed and remove “An H-1B visa is required for this grant.” An H-1B visa is not required. Grace Sauser requested that the wording be changed to “The purpose of this grant is to decrease reliance on foreign workers which are H-1B visa holders by training current residents in these high-skilled fields.”
- On a motion by Charlie Linebarger and seconded by Lynn Bartlett, the January minutes were approved with the noted changes. Motion carried unanimously.
- Approved January 6th minutes will be posted on the CAERC website at www.capitaladulthood.org.

➤ **AEBG Updates and Deliverables**

- CAERC Staffing
 - Interviews for the CAERC director position were held on January 25, 2016. Two candidates have been moved forward for a final interview with Superintendent Dave Gordon, Deputy Superintendent Sue Stickel and Assistant Superintendent John Fleischman on Friday, February 5, 2016. An announcement will be made once the director is hired.
 - The hiring process for the coordinator position has been held until the director has been hired. The director will be actively involved in the hiring process of the coordinator.
 - If any members would like to be involved in the oral interview process for the Coordinator, please let John know.
 - Both positions, although for the consortium, are being hired by the fiscal agent. They will be SCOE employees and have to go through the SCOE hiring process.
- CAERC Memorandum of Understanding
 - The MOU was finalized and sent to all members.
 - Do not modify or amend the MOU.
 - Monies will be released once the MOU is signed and received by SCOE.
 - The officially-designated CAERC member will need to sign the MOU as well as an organization representative.
 - The first allocation will be a 50% disbursement.
 - A fully executed copy will be returned to members via email and a hard copy will be included with the payment.
- Bi-Annual Expenditure and Progress Report
 - There was a technical glitch in the database while trying to input the report causing CAERC’s report to be slightly late. Neil Kelly assisted CAERC and the report has been filed.
 - Two members submitted data for Reporting Period 1.
 - A graph showing expenditures reported was distributed and reviewed by members.
 - AEBG does not anticipate consortia reporting by objectives for the July report.
- TOPSpro Enterprise Consortium Pilot
 - A preliminary version of TOPSpro Enterprise that is “AEBG ready” has been beta tested.
 - The Student Intake workgroup created a CAERC Registration Template. The purpose is to give every member a document to work with so they have a data collection tool to be used during the enrollment process that is AEBG aligned.

- The template can be customized as needed. Members do not have to use it.
- Members can collect social security numbers. Denyse Curtright from DHS shared a legislation that allows agencies to collect social security numbers at a previous monthly meeting. The legislation will be forwarded to members.
- The optional items on the template include WIOA date, course payment box, social security number, and refund policy.
- Colleges will not be using the template. Colleges will be reporting enrollments by previously collected demography data. Colleges do not have to collect outcomes because they are held accountable for outcomes in a different process.
- Student intake forms do not have to be used for students currently enrolled. It is recommended for future students.
- CAERC budgeted funds for Data and Accountability. Those funds are currently budgeted as \$10,000 for professional development and \$5,000 for TOPSpro Enterprise Pilot. CASAS has not charged the Consortium for any professional development. \$1,800 of the pilot money has been spent for software downloads for non-WIOA sites. Members will need to purchase CASAS e-tests and test booklets. The expected cost for the tests and test booklets for non-WIOA members exceeds the remaining \$3,200 in the pilot budget. A motion was made by Lynn Bartlett to combine the data and accountability PD funds and the Consortium pilot funds into one budget line for Consortium pilot costs. Gary Sutherland seconded the motion. The motion passed with a vote of 14-0.
- A TE focus group will be meeting next week to test out the site and make sure it is AEBG ready.
- There will be an online TOPSpro Enterprise and AEBG Mid-Year reporting support session on February 17, 2017. CAERC will forward the meeting information to all members.
- Mid-Year Program Reporting and 2016-17 Spending Plan
 - CAERC will need to develop a 2016-2017 Spending Plan based on the 3-Year Plan and current progress.
 - Fiscal allocation workgroup will reconvene to review regional priorities, strategies, and consortium allocations.
 - The Spending Plan is due at the end of April.
 - Apportionments for the new cycle will begin as early as August, 2016.
 - Block grant funds are only for 18 and over and not allowed for concurrent enrollment. Policy for concurrent enrollment will be written by the Policy workgroup.
 - Spending of allocations and MOE funds must align to the 3-Year Plan, must support the seven AEBG program areas and must follow the AB 104 allowable uses.
- News and Review Marketing and Outreach Publication
 - Proof 4 was distributed to members for review and feedback.
 - Previous suggestions and edits were made. This proof is very close to being final.
 - Final edits are due to Holly by Friday, February 5, 2016.
 - Alyson Collier motioned to move forward with the content as is. Jackie White seconded. The motion was approved with a 14-0 vote.
 - Members requested a specific amount of the SCOE print shop quality publications to be distributed to their local boards. Holly will get requested amounts from members and a quote from the print shop. A digital file of the

- brochure will also be provided to members for further duplication.
 - The publication should include a URL to click on for the Asset Map website.
 - Potential website names were reviewed by members.
 - Charlie Linebarger motioned to approve www.capitaladulthood.org for the learner site. Karen Malkiewicz seconded the motion. The motion passed with a vote of 14-0.
 - A new site, www.caerc.org, will be created for CAERC. SCOE IMS will work on redesigning the current site for learners.
 - News and Review can do special mailings but the cost is high. A possibility is to bring the publication to SCOE and use the courier service to deliver the publications to members. Partners will also be given copies for distribution. Logistics for delivery to partners will be explored.
- Tech Hire Partnership Grant
 - A planning meeting was held January 27, 2016. Adult Ed representatives were in attendance.
 - The initial thought was having two sectors; Health and ICT (Information Communication Technology). An agreement was reached that there is more interest in ICT.
 - The emphasis is training to middle-skill and high-skill positions in a very brief timeline.
 - Steve Linthicum from Sierra College is the Deputy Sector Navigator of ICT for this region. He is interested in attending a CAERC meeting and discuss designing a pathway into ICT careers.
 - They are currently looking for anchor employers. It is difficult to find actual job openings that match but the search is ongoing.
- Workgroups
 - Planning of Alignment Workgroups
 - Workgroups will look at curriculum and assessment. Creating levels of skill for students may help with placement.
 - Community colleges are seeing gaps in ESL, English and Math.
 - ESL students should be able to stay at adult school until they are able to pass the assessment into community college. College level ESL goes from just past literacy and up to the 340 level for transfer or completion.
 - English alignment is the most needed but most difficult to align.
 - The Consortium decided to start alignment with English and math in March. ESL will be done in the fall.
 - Policy Workgroup
 - In the last meeting, the Policy Workgroup discussed the involvement of members in the hiring process of the CAERC director and coordinator.
 - Between the Governance Plan and the selection of Co-Chairs, the members felt confident that By-Laws were not necessary.
 - Co-Chairs belong to member organizations and therefore are member representatives.
 - The workgroup will work to clarify the CAERC organization chart and ensure the language in the Governance Plan explains more specifically how the Co-Chairs represent members.
 - Regional Asset Map and Pathways Workgroup
 - The meeting in January was postponed. It has been rescheduled for February.
 - Fiscal Allocation Workgroup

- The Fiscal Allocation Workgroup is reconvening starting February 12, 2016. The updated CAERC calendar was distributed for review.

➤ **GED Passing Score Requirement**

- The GED Testing Service has decided to lower the pass rate for its high school equivalency exam nation-wide.
- California state law (California *Education Code* Section 51420) requires that the California State Board of Education (SBE) establish the score a pupil must achieve to earn their California High School Equivalency Certificate, following a public hearing. This public hearing is scheduled for early March.
- It has been suggested for anyone taking the GED exam to hold if they score 145 and move on to the next test.

➤ **Consortium Role in State-Level Advocacy**

- The Consortium discussed whether it should become involved in state-level advocacy on topics such as the GED Passing Score Requirement or not. Lynn Bartlett recommended that the Governance Plan or Rules and Regulations should be updated to reflect either the Consortium will be involved in political advocacy for items that affect adult education and are agreed upon or the Consortium will never get involved in state-level advocacy.
- If the Consortium would like to participate in advocacy, the Co-Chairs will check with the Chancellor's office and CDE to see if that violates the agreement of accepting the funds.
- This topic will be added as a future agenda item.

➤ **Sacramento Workforce Development Board**

- SETA is seeking representatives from education and training specifically to help represent Sacramento's adult and education literacy on the Sacramento Workforce Development Board.
- Applications close February 12, 2016.
- An applicant has to be recommended from a Board.
- Karen Malkiewicz was formally recommended by the CAERC Board to submit an application to SETA. The Board voted 14-0 in favor of recommending Karen.

➤ **Other Items for Discussion**

- The monthly meeting start times may be moved to 1 p.m. Meetings seem to be going past 3:30. Members agreed to move the start time to 1 p.m.

➤ **Public Comment**

- There were no comments from the public.